

- ensuring nonconformance reports are included in the project files.

If appropriate, the CDM Field Manager will ensure that no additional field work that is dependent on the nonconforming activity is performed until the corrective actions are completed.

Corrective action for field measurements may include:

- repeat the measurement to check the error
- check for all proper adjustments for ambient conditions such as temperature
- check the batteries
- check the calibration
- replace the instrument or measurement devices
- stop work (if necessary).

The CDM Project Manager or his designee is responsible for all project activities. In this role, CDM's Project Manager at times is required to adjust the project programs to accommodate project specific needs. When it becomes necessary to modify a program, the responsible person notifies the manager of the anticipated change and implements the necessary changes after obtaining the approval of the CDM Project Manager. The change in the program will be documented on a field change request that will be signed by the initiators.

Field change requests will be numbered sequentially and attached to the file copy of the affected project document. The CDM Project Manager must approve the change in writing or verbally prior to field implementation, if feasible.

The CDM Project Manager is responsible for controlling, tracking, and implementing the identified changes and notifying the MDEQ Project Manager. Reports on all changes will be distributed to all affected parties.

4.5.2 Laboratory Corrective Action

Corrective actions are required whenever an out-of-control event or potential out-of-control event is noted. The investigative action taken is somewhat dependent on the analysis and the event.

Laboratory personnel are alerted that corrective actions may be necessary if:

- QC data are outside the warning or acceptable windows for precision and accuracy
- blanks contain target analytes above acceptable levels